HOW TO DETERMINE WHAT TO ENTER IN THE NEW CS138 FIELD ON

Blanket Purchase Orders
Direct Purchase Orders
Direct Vouchers
Purchase Orders
Requisitions
Vouchers

Starting today, January 24, 2000, the above documents will require an entry in the CS138 field on detail screens when a commodity starting with a `9' is used. If a commodity starting with anything other than a `9' is used, the field should be left blank.

TO FIND AN APPROPRIATE ENTRY:
While your cursor is on the CS138 field of one of the above documents, press F2 to transfer to a list of predetermined values and statewide preauthorized CS138s. The lookup should first list predetermined values and then statewide preauthorized CS138s. If you cannot see the predetermined values, tab to the first commodity code, blank out the commodity code, and then press enter. This will take you to the top of the list. For clarification on when certain predetermined values should be used, contact Richard Solomon in the Department of Civil Service at (517) 373-2196. The definitions for predetermined values should be added to the Department of Civil Service website by the end of the week.

IF YOU HAVE APPROPRIATE SECURITY:
To find agency specific CS138 numbers, link to the new PCHL2114 CS138 by Department screen and enter your department number and date range and press enter. The screen will list all CS138s along with detail information, such as the commodity code. Users can select a CS138 and press F2 to link to the PCHL2117 CS138 Header Entry screen for viewing. The PCHL2117 screen will have a department contact person and phone number that can be used if additional information is needed.

Other sources of information are the CS138 Self-Study Guide that is available through the Enterprise Information System (EIS), on-line Help Inquiry, and the MAIN Help Desk. Help Inquiry can be accessed from any screen by pressing F1. Once you are on the PCHL9000 Help Inquiry screen, enter index 02. Index 02 lists all fields for a particular screen. Users can scroll down until they reach the CS138 Id field for an explanation of what can be entered in the field.

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